

# **GENERAL INFORMATION AND INSTRUCTIONS FOR MAJOR SUBDIVISIONS**

## **Purpose/Description**

The purpose of major subdivision review is to ensure that the division of property meets all the applicable requirements outlined in the *Annapolis City Code and Charter* for streets, stormwater management, water service, sewer allocation, lot requirements, open space and landscaping requirements.

Major subdivision approval is required for all tracts of land where:

- 1) more than five lots are created;
- 2) new street right-of-way dedications are required regardless of the number of lots created; and
- 3) new utility or drainage easements are found necessary regardless of the number of lots created.
- 4) a variance to the subdivision regulations is required.

All subdivisions must meet the design standards established in the *Annapolis City Code and Charter*, Chapter 20.24 or obtain zoning variances to the design standards as specified in Chapter 20.32.

Subdivisions that may be approved administratively are reviewed as “Minor Subdivisions”. See *General Information and Instructions for Minor Subdivisions*.

## **Authority**

*Annapolis City Code and Charter*, Title 20 with additional consideration under Chapter 21.98 (Site Design Plan Review Standards), Chapter 17.09 (Tree Preservation), Chapter 17.10 (Stormwater Management), Chapter 21.64 (Parking and Landscape Standards), Chapter 21.67 (Critical Area Overlay) and Chapter 17.08 (Grading and Erosion and Sediment Control).

## **Submittal Requirements**

Pre-application plans submittal should include one copy of a sketch plan of a plat and include the following information (as specified in the *Annapolis City Code and Charter*, Chapter 20.08):

- 1) existing and proposed use of the site;
- 2) existing covenants;
- 3) land characteristics;
- 4) available community facilities and utilities;

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- 5) a location map; and
- 6) a sketch plan including topography, street layout and lot location.

Preliminary plat approval submittal should include ten copies of the plat including, but not limited to, the following information (as specified under Chapter 20.12):

- 1) a plat including boundary lines, easements, streets and utilities;
- 2) land characteristics plan(s) including topography, watercourses, wetlands, wooded areas, trees (as per city or state Forest Conservation Act), existing structures and other significant features.
- 3) map(s) showing conditions adjacent to the tract including slopes, retaining walls, structures, utilities and land use;
- 4) photographs of the site;
- 5) zoning on and adjacent to the tract;
- 6) proposed public improvements;
- 7) a vicinity map; and
- 8) covenants, if applicable.

Final plat approval must include ten copies of the plat including, but not limited to, the following information (as specified in the *Annapolis City Code and Charter*, Chapter 20.16.):

- 1) a plat including boundary lines, easements, streets and utilities;
- 2) name of subdivision, total area, number of lots to be created, and name of owner and surveyor;
- 3) areas of common open space, if applicable;
- 4) location of subdivision by county, election district, city, place or locality name as applicable;
- 5) lot numbers and area of each lot;
- 6) names of adjacent tract owners and other subdivisions;
- 7) designation of streets subject to city acceptance;

- 8) building restriction lines or yard setbacks;
- 9) approval from the County Health Officer shown on the final plat.

### **Steps of the Process**

- 1) The applicant meets with Department of Planning and Zoning staff to discuss subdivision regulations and submission materials.
- 2) The applicant meets with Department of Public Works staff concerning water and sewer availability for the area of proposed development.
- 3) The applicant submits pre-application materials for the proposed subdivision.
- 4) The Department of Planning and Zoning evaluates the subdivision concept and makes initial comments concerning the general layout and appropriateness of the proposed plan, including street layout, density of development, setbacks and landscape buffers.
- 5) The applicant submits materials for preliminary plat approval to the Department of Planning and Zoning.
- 6) The Department of Planning and Zoning reviews and sends the preliminary plat submission materials to the Departments of Public Works, Police, Fire and other agencies (as appropriate) for formal review. If a traffic study is required for the subdivision proposal, it will be coordinated with the applicant by the Department of Planning and Zoning.
- 7) The Department of Planning and Zoning schedules the plat for review and public hearing before the Planning Commission. If variances are required to the design standards, the Planning Commission will consider these at the public hearings as part of the plat approval process.
- 8) Once the Planning and Zoning Commission approves the preliminary plat, the applicant may prepare a final plat for approval by the Planning Commission. The final plat is signed by the chair of the Planning Commission after adoption of their findings, along with the Public Works Department, Planning and Zoning Department and County Health Officer.
- 9) The applicant records the final plat at the Anne Arundel County Court House and returns a mylar copy and a blue print copy, with recorded plat book, plat page and plat number, to the Department of Planning and Zoning.
- 10) All covenants shall be recorded with the state and a copy of the recorded documents shall be returned to the Department of Planning and Zoning for their file.

### **Processing Time**

The length of time necessary to complete the major subdivision process varies according to the size, location and requirements resulting from the agency review. Generally, the approximate length of review time necessary for projects not requiring major modifications is four to six weeks for agency review and six to eight weeks for the public hearing process.

### **Fees**

The cost of a plat is determined by the number of lots. The fee is \$325.00 per lot.

### **Enforcement and Appeals**

When the applicant files for a building and/or use permit, plans are reviewed for compliance with the approved record plat. If construction at the subdivision site does not conform to the approved record plat, a stop work order may be issued.

Appeals to Planning Commission decisions may be made to the circuit court within 30 days of the decision.

### **Other Considerations and Requirements**

- Site design review is conducted by the Department of Planning and Zoning during the subdivision review (Section 21.98 of City Code).
- Variances to the subdivision regulations may be approved by the Planning Commission after a public hearing.
- Major subdivisions are subject to tree preservation review as outlined in the *Annapolis City Code and Charter*, Chapter 17 and the state Forest Conservation Act. Additional requirements may also apply.
- A traffic impact study may be requested by the City. These studies are contracted by the City and paid for by the applicant.
- The plat should clearly show all existing and proposed property lines.
- All yard setbacks, including average front yards, waterway yards and critical areas designation should be shown on the plat.
- All easements should be shown on the plat showing their locations, width and purpose.

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- If the property falls within the critical areas an environmental evaluation will be required.
- All streets on and adjacent to the tract, including their name and right-of-way width and location; type, width and elevation of surfacing; any legally established centerline elevations; walks, curves, gutters, culverts, etc. should be shown on the plat, as applicable.
- All utilities on and adjacent to the tract, indicating their location, size and invert elevation of sanitary and storm sewers; location and size of water mains, location of gas lines, fire hydrants, electric and telephone poles, and street lights should be shown on the plat. If water mains and sewers are not on or adjacent to the tract, indicates the direction and distance to, and size of nearest ones, showing invert elevation of sewers.
- Ground elevations and contours may be required to be shown on the plat.

Date Received: \_\_\_\_\_

Permit # \_\_\_\_\_

## MAJOR SUBDIVISION APPLICATION FORM

Planning and Zoning Department  
City of Annapolis  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401  
(410) 263-7961

### Part I. Applicant Information:

Subdivider/Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant/Agent (if not Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Part II. Subdivision Information:

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Total Acreage of Site: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Type of Subdivision:    ☐ Single-family detached    ☐ Townhouse    ☐ Other  
                                 ☐ Two-family                      ☐ Condominium

### Part III. Submittal Requirements (please submit ten copies of each):

<input type="checkbox"/> Vicinity map	<input type="checkbox"/> \$325.00 per lot application fee
<input type="checkbox"/> Boundary survey	<input type="checkbox"/> Owners, zoning, and land use of adjoining properties
<input type="checkbox"/> Land characteristics map	<input type="checkbox"/> Proposed covenants, if applicable

The undersigned assert that this proposed subdivision will be in strict accordance with the standards set forth in chapters 20 and 21 of the Code of Annapolis.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_